



# On-Call Planning Services

## STILLWATER COUNTY, MT

Columbus, MT

Stillwater County is requesting professional on-call planning service proposals from a qualified firm or team of consultants to augment professional county planning services for the Stillwater County Planning Department. The County requests written responses to a Request for Proposal (RFP) for selection of on-call or as-needed planning services associated with one or more proposed projects, including but not limited to, general planning-related development and land use project review, site visits, public counter services, technical plan check for planning documents and plans, map review, conformance with Federal, State and local regulations, and general compliance with Stillwater County Standards and Regulations.

The selected consultant is expected to be contracted for one (1), three (3) year term with an option of an extension. It is expected that such a firm would be able to contract available resources in response to work flow demands.

## 2. PURPOSE

The County is seeking a Planning Consultant ("Consultant") that will work according to the division's staffing needs. Under the direction of the County's Planning Director, the Consultant will provide the range of expertise necessary to carry out the normal functions of a professional planner. All services provided by the Consultant shall be performed by individuals who meet the qualifications, education, and certifications/licensing requirements for the professional planning levels of Assistant to Senior Planner.

The County will, based on qualifications presented in the response to this RFP, select the firm(s) best able to provide planning services for upcoming private and County initiated projects. The successful firm shall also have the resources to provide cost effective and timely services to the County. Additionally, the County has an option to interview the selected firm's candidate who will provide On-Call Planning services.

## 3. SCOPE OF SERVICES

The on-call planning services that a successful applicant would provide include, but are not limited to the ability to perform the following:

- A. When required, be present at various Stillwater County work locations and hold office hours as agreed upon by staff and Consultant.
- B. Develops and maintains good working relationships with other county departments, other jurisdictions, and the public.



C. Analyze projects for compliance with the County's Growth Policy, Subdivision Regulations, applicable plans and policies.

D. Review and process ministerial applications and discretionary entitlements, such as: Plan Checks, Boundary Line Relocation, Subdivision Regulations, Certificate of Surveys (COS), Variances, and General Plan amendments.

E. Compiles and analyzes data on economic, social, environmental, and physical factors affecting land use.

F. Meets with developers, engineers, property owners, contractors and other individuals to discuss, advice, explain processes and suggest improvements regarding potential projects, pre-applications, development applications, feasibility analysis, conceptual development plans and code interpretation;

G. Ability to write staff reports, resolutions, conditions of approval, and give oral presentations.

H. Attend public hearings and community meetings as necessary.

I. Provide strong emphasis on the management of multiple projects and competing priorities while maintaining quality, meeting schedules and staying within budget.

J. Answer public inquiries by telephone, mail, email or in person at a public counter regarding property and/or Growth Policy land uses, zoning, subdivision application submittal requirements, and other land use related inquiries.

#### **4. PROPOSAL REQUIREMENTS**

The proposal shall clearly address all of the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

**A. Cover Letter:** Maximum of one page serving as an executive summary which shall include an understanding of the scope of services.

**B. Brief Company Profile.** General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualification of the firm as they relate to the work proposed with this RFP.

**C. Organization and Staffing.** Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional Planning level of work to be performed by each individual. The County will retain under its agreement with the successful Consultant the right of approval of all person performing under the agreement.

**D. Description and Approach.** The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFP.



**E. Cost Proposal.** The cost proposal shall include the hourly rate for services. Include any sub-consultant's fee schedule, if applicable. This should include hourly billable costs of each team member; Senior Planner, Associate Planner, etc.

**F. Resume, Relevant Projects/Services with References.** Provide resumes of the individual(s) from the Proposer's firm or entity that will be directly responsible for carrying out the contract, three references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.

## **5. SUBMITTAL**

Five (5) copies and one (1) digital pdf copy of the proposal must be submitted no later than 3:00 pm on May 27, 2022 by 3:00PM to the Board of County Commissioners. Proposals must be titled "RFP On-Call Planning Services Attn: Tyrel Hamilton Commission Chair. All questions regarding this RFP shall be directed in writing to Stephanie Ray, Community Development Director at [sray@stillwatercountymt.gov](mailto:sray@stillwatercountymt.gov) or 406-322-8056. No postmarks will be accepted.

## **6. AMENDMENTS TO REQUEST FOR PROPOSALS**

The County reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

## **7. ADDITIONAL CONSULTANT RESPONSIBILITIES**

The Consultant shall be responsible for completing the specified services in accordance with the County's Contract Services Agreement (see attachment).

## **8. PROPOSAL EVALUATION/SELECTION**

The County intends to engage the most qualified consultant available that demonstrates a thorough understanding of the County's needs. County staff will use the following criteria to evaluate proposals:

- Understanding of Work to be Performed (the Scope of Services): **25 points**
- Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance and Approach: **25 points**
- Familiarity with City, County, and State Procedures: **20 points**
- Completeness and Quality of Proposal: **15 points**
- Cost Approach to performing this type of service: **15 points**
- **Total: 100 points**

The County may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the County's adopted procedures. The County reserves the right to reject any and all proposals.



## 9. RFP SCHEDULE

Event/Activity	Date
Distribution of RFP	May 12 & 19
Proposals Due	May 27
RPFs Opened BOCC Agenda Meeting	May 31
Evaluation & Review Completed	June 3
Notification to Contractor	June 7
Recommendation to Award	June 7

### Submittal of RFP

All RFP's are to be submitted by May 27, 2022 by 3:00 p.m. to:

Stillwater County Commissioner's Office  
Attn: Tyrel Hamilton, Chair  
PO Box 970  
Columbus, MT 59019